

Safety Topic of the Month

Near Loss Reporting



Richmond Refinery

July 1, 2012

Updated Near Loss Cards will be delivered to supervisors during the month of July for distribution during the Safety Topic of the Month review.

This STOTM satisfies the RI-300 IIPP requirement for the following:

Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to safety and health, including provisions designed to encourage employees to inform the employer of hazards without fear of reprisal.

Meetings – Each meeting begins with a short safety topic.

- Individual divisions/work groups organize and conduct safety meetings (committee or work team) to fit with work schedules, etc. Generally these meetings occur monthly and minutes from the meeting are posted or circulated through the work group.
- Records of safety meetings should be maintained for at least one year in division files.

Near Loss Reporting – Safety Topic of the Month

Agenda



- Success Stories and Definitions
 - What we do makes a difference. Reporting Near Losses proactively reduces workplace risks and identifies hazards. Anyone can report a Near loss/ Safety Suggestion, this action positively impacts our work environment.
 - How NLIs relate to maintaining a sense of vulnerability.
 - Review the daily report of Incidents and Near Losses with your crew.
- What's new about the Near Loss Reporting Cards?
- How to report a Near Loss
- Discussion Topic

The gift of Near Losses



- Identifying issues proactively is managing concerns at the lower part of the incident pyramid.
- Sharing Near Losses heightens our awareness of hazards and risks in the work environment.
- How we respond and manage Near Losses can either encourage or discourage the use of this tool.
- Many times, the difference between a near loss and a loss is only, seconds, inches, or luck.
 - What if every near loss card was a loss?



Success Stories and Reference

Near Loss Reporting – What I do makes a difference



Near Losses communicated and processed to completion.

Short Description	Actions taken to mitigate/ remove the concern.	Impact ERM #
Green Card - In the boiler shop / machine shop parking lot the pass gate is non-functional. One arm was removed but this creates a hazard as both travel pathways go through the same side.	Second arm was removed the next day and the gate has since been repaired.	39979
Green Card - Three contract employees recognized that the smoke pit was releasing an intolerable amount of smoke.	They sprung into action by pulling off the top and defusing the situation by pouring water into the pit. Safety suggestion going forward is to keep water inside the smoke pit at all times.	38757
Green Card. At Flare Recovery Unit, doing crane lifting pickup and they don't have crane tape while they are doing rigging. Wide open for people to walk right under the rigging.	SWA used - Asked foreman from the job then they put up yellow tape and crane tape. Also reported to safety supervisor.	40401

[Daily Incident Report of Losses and Near Losses](#) Have you incorporated this into your daily agenda?

[RI – 371 Near Loss, Event Reporting, and Incident Investigation](#)

A Near Loss (also known as a Near Miss) is an event which, under slightly different circumstances or if left unmanaged, could have resulted in a loss as defined above.

Near Losses are not regarded as incidents, but are classified and investigated in the same way as actual losses. Near Losses include all unsafe working conditions and unsafe behaviors (including some instances of Stop/ Pause Work Authority).

What's new about the Near Loss Reporting Cards?

Stop/ Pause Work Authority check mark designation



1. Request for greater details and specific location of Near Loss.
2. Request to "Check all that apply"
3. Added: Stop/ Pause Work Authority check mark. This will increase our ability to recognize and share Stop/ Pause Work Authority examples.

Near Loss & Safety Suggestion Card

1 Plant _____
Location _____
Equipment / Tag # _____

2 Please check all that apply

Time _____
Date _____

Barricade Tape/Permitting _____	Forklift _____	Radiation _____
Behavior _____	Haz-Com _____	Slip/Trip/Fall _____
Bump/Scrape/Pinch _____	Housekeeping _____	Spill _____
Burn _____	Leak Repair _____	3 Stop/Pause Work Authority _____
Chem Exposure _____	LOTO _____	Tools _____
Confined Space _____	Non-Open Flame Hot Work _____	Traffic _____
Crane Work _____	Open Flame Hot Work _____	Utility Connection _____
Electrical _____	Odor _____	Other _____
Equipment _____	PPE _____	

MFG-7321 (6-12)

What's new about the Near Loss Reporting Cards?

Take 5 to Recognize the positives and discretionary effort



4. Added: Description of the **Stop/ Pause Work Authority** situation
5. Request for greater details and all important details.
6. Added: Take 5 to Recognize the positives and discretionary effort.
Because we do so many things right.

Description of the Near Loss or Stop/Pause Work Authority situation (Describe what happened):

4

Immediate Corrective Actions Taken/Safety Suggestion (provide important details):

5

6

Take 5 to Recognize the positives and discretionary effort:

Company Name: _____

Name (Optional): _____

Return completed cards to your supervisor or the TOP office.

How to Report a Near Loss

Near Loss cards = anonymous reporting. Report NLIs during the same shift.



- Near Loss “Green Card”
 - Who?: Anyone may use a Near Loss “Green Card”
 - Why?: Enables workers who don’t have access to Gil workstations, or who are not fluent in the IMPACT ERM system to easily report Near Losses.
 - Method of Notification: Return cards to your Supervisor, Field Safety Coordinators, or the TOP office.
- [Electronic Near Loss Card](#)
 - Who?: Anyone with access to the Gil Workstation may print their own “hard copy” of this near loss card.
 - Why?: Enables workers who are not fluent in the IMPACT ERM system to easily report Near Losses, and allows for easy access to Near Loss “cards” if a card is not readily available.
 - Method of Notification: Return to your Supervisor, Field Safety Coordinators, or the TOP office in person via email or interoffice mail.
- Using the IMPACT ERM system.
 - Who?: Anyone may enter a Near Loss in the IMPACT ERM database who has a CAI.
 - Why?: A systematic method for recording and collecting Near Losses at our facility. Direct entry of Near Losses expedites action items and follow up.
 - Method of Notification: the IMPACT ERM system provides notification to responsible supervisors.



1. As a team share examples of times you have experienced a near loss.
 - How does this process help you maintain a sense of vulnerability?
2. What actions can we commit to as a team that will increase our awareness of Near Losses and Near Loss Reporting and maintaining our sense of vulnerability?

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Review TOP Lessons Learned



- Learning from our past incidents will help us prevent them in the future.
- Please take a few minutes to review the latest TOP lessons learned.

[Click Here to Review TOP Lessons Learned](#)